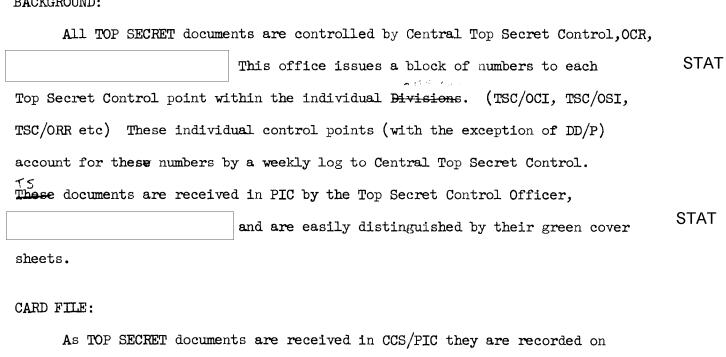
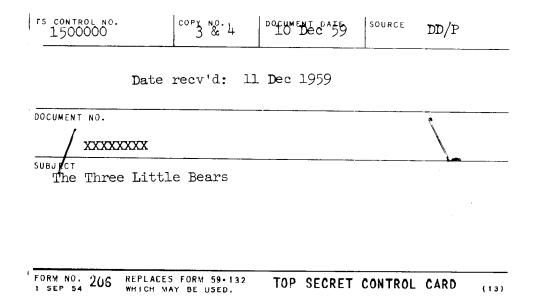
CONTROL OF TOP SECRET DOCUMENTS WITHIN CCS/PIC

BACKGROUND:



a TOP SECRET Control card, Form 206, as shown below:



This card records the TOP SECRET Control number, copy number, date of document, source, subject--and also date received in CCS, and is filed numerically by Secretary CCS. This control card also indicates where the document was distributed and the signature of person receiving it.

COPY	10	DATE	SIGNATURE
3	MSD	11 Dec 59	John Doe
4	CCS	11 Dec 59	(File)
Y			

STAT

DESTRUCTION OF DOCUMENTS:

All TOP SECRET material for destruction is recorded on an original and one form (regular memo format) to TSC/PIC--the green cover sheet signed as destroyed and witnessed and returned to TOP SECRET Control, DD/P--through our TSC/PIC. The original copy of the distruction certificate is sent to our TSC/PIC along with cover sheets--one copy remaining in CCS files.

STANDARD OPERATING PROCEDURE:

As documents are received CCS the following steps are taken by the Secretary.

- 1. Green Cover Sheet signed, filling in date & time received.
- 2. The matter of demand determined

- 2. TOP SECRET card filled out, interested offices determined and indicated on back of card..& distributed.
- 3. Routed throughout CCS.
- 4. After routing, paneled

These reports

- 5. Filed.in CCS if for retention.
- 6. Destroy or return to originating office.

The majority of TOP SECRET documents recived from DD/P-TSC, are received in tripicate---they are disseminated as follows:

Copy 1 -	(for Project file)	STAT
Copy 2 - Panel (for	1 week, then returned to CCS files)	
Copy 3 - CCS Files		

and are filed by

STAT

Secretary/PIC numberically by TS number or they are IPC Lists, which are usually of interest to the Chief, CCS and are held by the Deputy Chief, until destruction.